

**The Library of Michigan  
Library Services and Technology Act**

## **Modeling the Future Grant Program FAQ**

The LSTA competitive grant program has been significantly restructured for the LSTA Five-Year Plan for Michigan, October 2007 through September 2012. The following FAQ highlights the major changes. Please contact Karren Reish at 517-241-0021 or [kreish@michigan.gov](mailto:kreish@michigan.gov) with any questions you may have about the program.

1. Will there be grants available every year again?

Only as funding allows. The Library of Michigan will announce the availability of grants funds late each spring.

2. What is the required Intent to File form?

The Intent to File form is new and is **REQUIRED** to apply for a grant. If you do not submit an Intent to File form by the last business day of June for grants offered that year, you **WILL NOT** be eligible to submit an application. We need the form to tell us how many application workshops are needed and to make sure that a project idea fits the grant program before an applicant has put time into an idea that may not be appropriate for the program. Everyone who submits an Intent to File form will be invited to application workshops as soon as the workshop dates are set. The workshops will be in August.

3. Will the Library of Michigan specify topics when grants are offered, as was done in the previous program?

No. Proposals must be for an innovative program and include a scalable project manual. Each proposal must also meet the guidelines on pages 5 through 7 of the *Modeling the Future Grant Program Handbook* at [www.michigan.gov/lsta](http://www.michigan.gov/lsta). Within those guidelines, you are welcome to propose any project you are interested in.

4. How many grants will be available?

The new grant program will be limited to a small number of grants. However, the exact number will depend on the amount of funds available for a given fiscal year and the quality of the proposals received.

5. How much funding will be available?

The total funds available will depend on both the federal and state budget each fiscal year. The Library of Michigan spends federal LSTA funds on MeL, MeLCat and competitive grants when funding permits. The exact funds allotted will also depend on the quality of the proposals received.

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6. Do we need a cash match?

No. A cash match is no longer required. This is to enable libraries to put more effort into the scalable project manual. We ask libraries to estimate in-kind funding in the application, such as staff time or local donations, to show IMLS the extent of local effort, but it is not required.

7. What do you mean by an “innovative” project?

In the context of this grant program, innovative may mean a library service or program that has not been tried before in the Michigan library community, is being used on a new scale, is being targeted to a user group that it has not been offered to before, or is a creative reworking of a traditional program using new methods. A proposal must meet this criteria to be eligible for funding.

8. Why the focus on innovative projects?

In the evaluation of our previous Five Year plan, librarians around the state commented on the low level of innovation in the competitive grant program. Going forward, the Library of Michigan wants to use federal, statewide funding for projects that can have an impact outside of the library receiving the grant. By focusing on improving innovation, the competitive grants will enhance programs and services for the entire Michigan library community.

9. What is a scalable project manual and why do we need to write one?

In the evaluation of our previous Five Year plan, librarians around the state also commented on how information on successful grant programs was not widely shared in the Michigan library community. By including a project manual in the project deliverables, the Library of Michigan will be able to provide the manual to other libraries so they can learn from the grantee library’s experiences. By scalable, we mean that the manual should be written so that both small and large libraries can use it to implement a similar project in their own institutions. The manual only needs to be written for the same type of library as the grantee, such as public, academic or school. A template for the manual will be provided to grantee libraries.

10. Is the disbursement of the grant funds still being done the same way?

Yes and no. The Library of Michigan will still disburse funds on a reimbursement basis, meaning we provide funds after the grantee library has spent them. However, the last 10% of the grant funds will be held until the Library of Michigan approves the scalable project manual. Grantees may request reimbursement any time throughout the grant period.

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11. When will the grant documentation be available?

The *Modeling the Future Grant Program Handbook* and the Intent to File forms are posted at [www.michigan.gov/lsta](http://www.michigan.gov/lsta) and will stay the same for the entire five-year plan period. The application will be posted at the same site when funding availability is announced. While there may be minor changes in the application from year to year, the application will stay substantially the same from year to year as well.

12. How will grant application be reviewed?

Grant applications will continue to be reviewed by the LSTA Advisory Council, which includes members from a range of public library sizes, all library types and library users. The applications will also continue to be reviewed by volunteer peer review committees.